



MVE | Missouri Vocational Enterprises
1717 Industrial Drive, Jefferson City, Missouri 65102
P: 800.392.8486 | M-F: 8am - 5pm



DATE	FY
MVE JOB NUMBER	
CUSTOMER P.O. NUMBER	

MVE AGENCY ORDER FORM

BILL TO		SHIP TO	
AGENCY NAME	CUSTOMER NUMBER	AGENCY NAME	CUSTOMER NUMBER
ADDRESS	COUNTY	ADDRESS	COUNTY
CITY, STATE, ZIP		CITY, STATE, ZIP	
CONTACT NAME	TELEPHONE NUMBER	EMAIL ADDRESS	
MVE SALES REPRESENTATIVE			

ITEM #	DESCRIPTION COLOR OPTIONS	QTY	UNIT PRICE	TOTAL

DELIVERY OPTIONS	TOTAL
<input type="checkbox"/> DELIVERY: A \$15 fee will be applied to orders under \$150 for standard delivery and UPS/USPS shipments. <input type="checkbox"/> PICKUP: Located at MVE Showroom; 1717 Industrial Drive, Jefferson City, MO 65102 (no charge) Please view our freight policy here.	

COMMENTS	DISTRIBUTION
CUSTOMER PRINTED NAME	CUSTOMER SIGNATURE

Please complete this form and send it to: DOC.MVE.Service@doc.mo.gov

MVE TERMS AND CONDITIONS

ELIGIBLE CUSTOMERS:

The following groups and individuals are eligible to purchase from Missouri Vocational Enterprises (MVE):

- All state agencies and public institutions owned, managed or controlled by the State of Missouri
- City and county governments and political subdivisions
- Not-for-profit organizations
- State employees (current and retired)

*Due to state statutes, MVE **cannot** sell products or services to private individuals or industries.*

TO PLACE AN ORDER:

1. Fill out the MVE Agency Order Form in Adobe Acrobat.
2. Save the completed form to your desktop.
3. Email the completed form to:
DOC.MVE.Service@doc.mo.gov

MVE RETURN / RESTOCKING POLICY:

MVE does not accept returns on items that (1) have been unpacked and used, and (2) items manufactured according to customer specifications (custom work). If there is a problem with an item, we will repair or replace the item in accordance with our warranty (located on our website.) Special circumstances will be considered.

A Merchandise Return Authorization Form (MRA) is required for all returns. Please call MVE Customer Service at 800.392.8486 to obtain a Merchandise Return Authorization before returning any item.

Returned catalog items are subject to a 20% restocking charge. If permitted, return of specially manufactured items are subject to a charge of 50% of the purchase price. Printed materials and forms are not returnable unless there is a production or material flaw.

PUBLIC AGENCIES:

If under the jurisdiction of the State Division of Purchasing, use prescribed order form. You may avoid delays in ordering by email or fax and giving us a confirmed purchase order number.

PRICES:

Please be certain to check the price list carefully for the proper size and color. Price quotations are F.O.B. destination. Due to fluctuating material costs, all catalog prices are subject to change without notice. However, no orders will be shipped at the higher price without prior approval from the customer.

DISCLAIMER:

MVE strives to keep pricing as low as possible on our products and services. However, the price fluctuations of raw materials may necessitate a price increase in some of our products. Please check our website for the most up-to-date pricing.

MVE DELIVERY POLICY

MVE will deliver your items to the shipping dock of your facility. If there is no dock, MVE will deliver your items to the entrance/front door of the facility. Delivery does not include moving items to locations within the facility or installation of any kind. Installation must be arranged prior to ordering.

The new freight policy, effective March 1, 2023, is as follows for delivery within Missouri:

- MVE will provide standard delivery at no charge for orders of \$150 or more.
- A \$15 fee will be applied to orders under \$150 for standard delivery and UPS/USPS shipments.
- Standard delivery includes unloading and bringing product to your dock or front door; customer assistance may be required on large items and/or volume orders.
- Installation service is available upon request and should be quoted and scheduled in advance.
- Orders may be picked up at no charge at the MVE Showroom as well as the MVE warehouse in Jefferson City, from 9am to 3pm.
- Differing terms and conditions may apply for specific contracts or other agreements.
- Assistance may be required of the customer for unloading large items and/or volume orders.
- MVE will deliver your items to the shipping dock of your facility. If there is no shipping dock, MVE will deliver your items to the entrance/front door of your facility.
- Delivery does not include moving items to offices within the building or installation of any kind.
- If requested to transport to area other than loading dock or front door, there is a charge of \$50 per item.
- Installation/set-up fee of \$100 per hour (one hour minimum.)

SPECIAL PRODUCTS AND QUOTES

Custom products and services are available from Missouri Vocational Enterprises. Any variations in standard products will be considered, and our decision will be based on delivery date, quantity, specifications, etc. Delivery will be contingent upon production schedules and availability of raw materials.

CONSULTING SERVICES:

A Product Design Engineer is available to visit all entities to assist in adapting MVE products to the needs of your organization. They will discuss, analyze, and design product specifications, especially for those unique areas that require a focused solution.

MVE | Missouri Vocational Enterprises

1717 Industrial Drive, P.O. Box 1898
Jefferson City, Missouri 65102
Phone: 573.751.6663 Toll Free: 1.800.392.8486
Fax: 573.751.9197
E-Mail: DOC.MVE.Service@doc.mo.gov